

## **MADERA COUNTY**

### **PLANNER I PLANNER II PLANNER III**

#### **DEFINITION**

Under general supervision (Planner I) or direction (Planner II), to perform a variety of professional planning assignments in the preparation of planning reports; to perform technical reviews and evaluations of land use and permit applications, environmental impact reports and statements, and construction projects; to process general plan amendments, land divisions, including lot line adjustments, and land division violations with associated rezonings and staff reports; to process land divisions and adjustments; to coordinate Community Development Block Grants and other project coordination; to explain ordinances, regulations, and planning policies to the public; to perform zoning enforcement duties; to serve on committees; make presentations to boards and commissions; and to do related work as required.

#### **SUPERVISION EXERCISED**

##### **Planner I**

Exercises no supervision.

##### **Planner II**

May exercise technical and functional supervision over assigned staff.

##### **Planner III**

May exercise technical and functional supervision over assigned staff.

#### **DISTINGUISHING CHARACTERISTICS**

**Planner I**--This is the entry level in the Planner class series. Positions at this level usually perform most of the duties required of the positions at the Planner II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

**Planner II**--This is the full journey level in the Planner class series. Positions at this level are distinguished from the Planner I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Planner II level are normally filled by advancement from the Planner I level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Planner II level.

**Planner III--** This is the advanced journey level class in the professional Planner class series. Incumbents perform a broad range of the more difficult and complex professional planning assignments. Incumbents in this class may provide some project coordination for other staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Provides the public with information on land use and zoning codes, laws, regulations, and ordinances affecting construction and land use proposals; assists the public with applications and planning related matters; reviews land use and building permit and business license applications to determine their adequacy; enforces zoning and land use regulations; prepares correspondence and answers telephone inquiries on land use matters; processes land divisions and adjustments under the provisions of State law and County ordinance; researches data and prepares staff reports for the Planning Commission concerning land divisions, site plans, variances, re-zones, general plan amendments, use permits, and appeals of zoning administrator decisions; organizes, analyzes, and summarizes statistical information for reports; develops maps, charts, and graphs for planning studies and reports; compiles, arranges, analyzes, and interprets data; prepares comparative studies of land use, population density, and economic activity; prepares Planning Commission and various committee agenda items and legal notices; assists with the preparation of resolutions reflecting Planning Commission and Board of Supervisor actions; may chair committee meetings; may make field inspections of construction projects to verify compliance with conditions of project approval; prepares grant applications and amendments to grants; solicits proposals, analyzes proposals received, and coordinates fiscal reporting for Community Development Block Grants; performs technical reviews and evaluations of land use and permit applications, environmental impact reports, and construction reports; coordinates the environmental review of land use and permit applications; processes and administers environmental impact report contracts; prepares environmental documents for variances, re-zones, general plan amendments, use permits, and other related projects as required by the California Environmental Quality Act (CEQA); studies and makes recommendations on the environmental constraints impacting potential land use; prepares environmental impact descriptions for proposal requests for environmental impact reports; prepares summaries of and negative declarations for environmental impact reports; reviews completed environmental impact reports for completeness and implications; coordinates and performs transportation planning activities within the County; coordinates, administers, and performs activities associated with the Surface Mining and Reclamation Act; performs contract administration; assists with the development of major revisions to the County's General Plan; provides census and demographic information upon specific request of County departments, public agencies, and the general public; processes road naming and address requests; issues addresses; maintains addressing system files; coordinates Williamson Act (Ag Preserve) activities and process applications; maintains data systems.

### **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Planner I**

**Knowledge of:**

Basic principles, practices, and trends of public planning.

Statistical and research methods as applied to the collection and tabulation of data effecting public planning.

Graphic illustration and presentation techniques.

Report compilation and writing.

Mathematical principles and methods used in review, analysis, verification, and calculation of planning project data.

**Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Learn the operations, functions, services, and activities of the Planning Department, County Board of Supervisors, County Planning Commission, and other agencies concerned with public planning.

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations including those affecting zoning, land use, and land division.

Collect, analyze, and compile technical, statistical, and related information pertaining to planning and zoning research.

Assist with the enforcement of zoning and land use ordinances.

Prepare both comprehensive and concise reports.

Prepare charts, maps, and other graphic presentations.

Explain planning policies, zoning ordinances, land use regulations, and land division laws and regulations to the public.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, community development, or a related field.

***Madera County***  
***Planner I/II/III (Continued)***

---

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment with some exposure to outdoors; ability to travel to different sites and locations.

**Planner II**

**In addition to the qualifications for a Planner I:**

**Knowledge of:**

Operations, functions, services, and activities of the County Board of Supervisors, County Planning Commission, and other agencies concerned with public planning.

Pertinent Federal, State, and local laws, codes, and regulations including those affecting zoning, land use, and land division.

Principles, practices, and trends of public planning.

Environmental impacts of changes in land use.

Basic roles and inter-relationships between various levels of government.

**Ability to:**

Enforce zoning and land use ordinances.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

One year of increasingly responsible work experience comparable to that of a Planner I with Madera County.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, community development, or a related field.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment with some exposure to outdoors; ability to travel to different sites and locations.

**Planner III**

**In addition to the qualifications for a Planner II:**

**Knowledge of:**

Environmental impacts of changes in land use and land development.  
Purposes, policies, and procedures of the County Board of Supervisors, County Planning Commission, and other agencies concerned with public planning.

**Ability to:**

Organize, conduct, coordinate, and present major planning research studies.  
Make presentations before governmental bodies with planning responsibilities.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Two years of increasingly responsible professional planning experience comparable to that of a Planner I/II with Madera County.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, community development, or a related field.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment with some exposure to outdoors; ability to travel to different sites and locations.

**Effective Date:** February, 2007